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Office Memorandum • UNITED STATES GOVERNMENT
RECORDS MANAGEMENT

TO : Chief, Records Management Staff

DATE: 8 December 1955

FROM : Records Management Officer for Reports *File -*

SUBJECT: Progress of the DD/S Reports Management Survey and Reports
Management Activity in Other Areas

1. All DD/S Staffs and Offices have inventoried their requirements for administrative and management reports. However, the Medical Staff and the Offices of Personnel, Security, and the Comptroller have not submitted their inventories to us. The Reports Management Officers for these components have asked that the 1 December deadline for submission of inventories be extended to 16 December 1955. This will permit a closer appraisal of certain reports at the operating level and thus facilitate our review. I feel that the extension is worthwhile.

2. The inventories are revealing that requirements for intra-office reports exceed those for inter-office reports. This was expected. Naturally, many internal requirements have been established to provide data for the preparation of inter-office reports. Regardless, the volume of internal reporting alone indicates that there exists in each major office an area for improvement. A cursory review of inventories has already resulted in two actions to reduce unnecessary reporting. Commercial Staff's inventory disclosed that the Report of Overtime and Holiday Work Performed was being submitted to the Finance Division unnecessarily. The Time and Attendance Clerk was so advised and discontinued the practice. The Reports Management Officer for the Office of Logistics questioned the continued need for a Vehicular Status Report which is prepared each quarter at the cost of 56 man hours. The SSA/DD/S for Logistics will discuss this matter with Area Division Logistics Officers. These actions are not earth shaking but they do show the immediate results obtainable from a reports inventory, whether taken by a small or large component.

3. Plans are being developed for a continuing program to control and improve reports throughout the DD/S area. Reports Management Officers from Offices having the greatest volume of reports met with me 2 December. They enthusiastically and unanimously agreed that all requirements for reports submitted between

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Offices and Staffs should be reviewed and coordinated by an advisor for management. A proposed DD/S notice which would establish such a control system has been submitted to them for review. A copy is attached.

4. Measures for controlling reports are already in effect in several Offices. The Comptroller established controls last April. To date, they have prevented the establishment of six nonessential requirements for reports, including three for Machine Records Division services.

5. Our concept of an Agency-wide reports management program composed of integrated area programs is gradually becoming a reality. Mr. Thompson, the SSA/DD/S, has drafted proposed Clandestine Services regulatory material to establish a DD/P program. He has proposed that field installations be included in the program. As you know, there is also activity in the DD/I area. Offices are inventorying and appraising their requirements for reports preparatory to establishing a continuing program in that area. Our reports management guides are being used to develop the programs for both of these areas. This should ensure their establishment on the basis of common standards and objectives. Full integration of the three area programs will be effected by an Agency regulation. ✓



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Attachment:
Proposed DD/S Notice
on Reports Management

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